



CODE OF REGULATIONS  
FOR  
EUROPEAN SCHOOLS  
UNITED PROVINCES  
1923



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# CODE OF REGULATIONS

FOR

## European Schools, United Provinces, 1923.

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### CHAPTER I

#### PRELIMINARY

1—A sum of money is annually granted by the Local Government for European education in the United Provinces

The object of the grants is to aid local exertion in maintaining efficient schools for European children and institutions for training teachers for such schools. The grant is administered by the Education Department of the United Provinces hereinafter called the Department

2—The term 'European' in this Code signifies any person of European descent pure or mixed who retains European habits and modes of life, but the Local Government shall in all cases of doubt decide the proper application of the term

3—A list of recognized schools is kept by the Department. Any school seeking recognition must satisfy the Department that it is actually wanted, that its financial stability is assured, that its managing body, when there is one is properly constituted that it teaches the proper subjects up to a proper standard, that due provision has been made for the instruction, health, recreation, and discipline of the scholars, that the teachers are suitable as regards character, number, and qualifications, and that the fees to be paid will not involve such competition with any existing schools as will be unfair and injurious to the interests of education.

4—Should the Inspector after seeing a school which applies for recognition report favourably on it the Department will inform the Managers from what date the school is recognized

If the application for recognition is rejected, the grounds of the objection shall be notified by the Department to the Managers

5.—Only those schools which are recognized are eligible to send up scholars to the examinations regulated by this Code or to receive scholars in enjoyment of Government scholarships, or to share in any other benefits of the Code



6 —The Managers or Proprietors of every recognized school must appoint a correspondent with the Department who must in every case be approved by the Department. In communicating with the Department, the correspondent should invariably address the Inspector

7 —Every school to which aid is given shall be under the management of a Governing Body, hereinafter called the Managers who shall be responsible for the maintenance and control of the school, and for the fulfilment of all the conditions upon which the grant is made

8 —Every school aided by Government in any form whatever under the provisions of this Code shall be conducted in accordance with the following regulations —

(a) It shall not be required, as a condition of any child being admitted into or continuing in the school as a day scholar, that he shall attend or abstain from attending any Sunday School or any place of religious worship, or that he shall attend any religious observance or any instruction in religious subjects in the school or elsewhere, from which observance or instruction he may be withdrawn by his parent, or that he shall, if withdrawn by his parent attend the school on any day exclusively set apart for religious observance by the religious body to which his parent belongs

(b) The time or times during which any religious observance is practised or instruction in religious subjects is given at any meeting of the school, shall be either at the beginning or at the end, or at the beginning and the end of such meeting and shall be inserted in a time-table to be kept permanently and conspicuously hung up in every school room, and any day scholar may be withdrawn by his parent from such observance or instruction without forfeiting any of the other benefits of the school

(c) The school shall be open at all times and in all its departments to the Inspector, but it shall be no part of his duties to enquire into any instruction in religious subjects given at such school or to examine any scholar therein in religious knowledge, or in any religious subjects or book

9 No grant is made —

(a) On account of instruction in religious subjects,

(b) To any school which is not subject to inspection by the officers of the Department or by such Sanitary Medical or other officers as may be authorized by Government to inspect it

(c) On account of scholars under three years of age

- d) To any school in which the number of non Europeans exceeds 15 per cent of the total enrolment, or such smaller percentage as the Local Government may, by special order, prescribe for any particular school or place.
- (e) To any school with an average daily attendance of less than 25 scholars except in places where there is only a small European population, or where in the opinion of the Department such a school is necessary.
- (f) To any school or section of a school which the Department declares to be unnecessary, or unsuited to the requirement of the locality.
- (g) To any school, the income of which from all sources is sufficient, in the opinion of the Department, to maintain it in efficiency.
- (h) To any school which is conducted for private profit.
- (i) To any school which is farmed out by the Managers to a teacher or teachers

NOTE.—A school is "farmed out" to a teacher, if the fees are handed over to him, to make what profit he can out of them. This applies to boarding as well as to day schools.

10. When a school desires a grant-in aid, an application shall be made to the Department on the prescribed form (see Appendix I) giving the following particulars —

- (a) Grade of school,
- (b) Names, salaries, and qualifications of the teachers,
- (c) Number of scholars in each standard,
- (d) Number of non-European scholars in each standard,
- (e) Scale of fees class by class,
- (f) Probable annual income from all sources other than the Government grant,
- (g) Proposed annual expenditure,
- (h) Names of the Managers and the correspondent.

11. Should the Inspector report favourably on the application for a grant-in-aid and the application be approved by the Department, the Department will inform the Managers from what date the school will be regarded as coming under the grant in aid regulations contained in this Code and the amount of grant, if any, temporarily awarded. If the application is rejected, the grounds of rejection shall be notified by the Department to the Managers.

12. The amount of the temporary grant referred to in the preceding article shall ordinarily be the amount, which in the judgment of the Inspector after visiting the school it would be likely to receive under the ordinary rules. As soon as the permanent character of the school is established, it shall be made subject to the provisions of Chapter V.

13 The Inspector may visit an aided school at any time with or without notice

Unaided schools which are recognized or desire recognition are subject to such inspection as may be necessary in order to satisfy the Department of the observance of the conditions stated in Article 3

14 The interpretation of any article in this Code shall rest with the Department

## CHAPTER II

### GRADES OF SCHOOLS

15 —All recognized schools shall be graded by the Department as Primary, Middle or High

16 — A Primary school is one which teaches up to the standard of the Cambridge Preliminary Local Examination

A Middle school is one which teaches up to the standard of the Cambridge Junior Local Examination

A High School is one which teaches up to the standard of the Cambridge School Certificate Examination

17 —In grading a school the Department will take into consideration —

(a) the standard up to which there is a real, and likely to be a permanent demand for instruction in the school

(b) the competence of the school staff to teach up to that standard and its sufficiency for the number of classes in the school  
As a general rule the staff will be regarded as insufficient if any teacher is required to instruct more than 30 scholars or more than two classes at one and the same time

18 —A complete Primary School shall contain an Infant Section and six other classes or standards arranged as follows —

(a) The Infant Section (approximate ages 5 to 8 years)

(b) Standard I (approximate ages 8 to 9 years)

(c) Standard II (approximate ages 9 to 10 years)

(d) Standard III (approximate ages 10 to 11 years)

(e) Standard IV (approximate ages 11 to 12 years)

(f) Standard V (approximate ages 12 to 13 years)

(g) Standard VI (approximate ages 13 to 14 years)

19 —To obtain recognition as a Primary School it is not essential that provision should be made for all the classes named in article 18 though the classes for all recognized Primary Schools must be arranged on these lines. A school which does not teach up to the end of the sixth standard will be regarded as imparting a course of Primary

action admittedly incomplete, with a view to preparing its scholars for instruction elsewhere

2 —A Middle School shall contain standards VII and VIII (the Middle section) in addition to the standards of a Primary school, though it is not essential that it should provide all the standards of a Primary School, e.g. the Infant Section and Standards I and II might be omitted

3 —A High School shall contain standards IX and X (the High section) in addition to the standards required for a Middle School but shall not make provision for any class below Standard V

4 —No recognized High School shall be allowed to prepare scholars for any other than the Cambridge School Certificate Examination without the express sanction of the Inspector, who must be satisfied that proper provision for efficient instruction has been made

5 —Recognition must be separately obtained for each of the subjects in groups II, III, and IV of the School Certificate Examination. A school is permitted to present candidates for examination in any of the subjects included in these groups for which recognition has not been separately obtained. Application for recognition must be made in the form preceding that in which it is proposed to introduce the subject in Standard IX

Note —The Indian Vernaculars are included for the purposes of this article in Group II

24 If the circumstances of a school change its grading may be approved by the Department

### CHAPTER III

#### PROMOTION OF SCHOLARS

25 The promotion of a scholar from standard to standard will be determined by the school authorities subject to the general approval of the Inspector.

### CHAPTER IV

#### COURSES OF STUDY

26 The subjects of instruction in recognized schools shall be in accordance with the schedule (separately issued) but scholars in the High section may be prepared for any of the examinations mentioned in the Note to Article 22 instead of the School Certificate Examination

## CHAPTER V.

### GRANTS-IN-AID.

#### SECTION I.—General

27. Grants-in-aid are of the following kinds:—

- (a) Ordinary Grants, based on attendance.
- (b) Supplementary Grants, where ordinary Grants are insufficient.
- (c) Fixed Grants instead of Ordinary Grants, or to take the place of Ordinary and Supplementary Grants.
- (d) Boarding Grants for orphans, the indigent, and for the poor in places where schools are not available.
- (e) Cadet Grants.
- (f) Special Grants.
- (g) Building Grants.

28. Grants under (a), (c), (d), and (e) above are annual grants and are payable to the school in one sum on or after the 1st April, unless otherwise ordered. Grants under (b) above are payable quarterly, on or after 1st April, 1st July, 1st October, and 1st December. Grants for poor children made under Article 45 are payable to the school monthly. Special Grants and Building Grants are payable at whatever time and in whatever manner may in each case be determined.

29. Grants may be reduced or withheld for sufficient reason shown in the Inspector's report. A copy of the Inspector's report shall in such cases be communicated to the Managers, who shall have an opportunity of making to the Department such representations as they may desire.

30. If the amount payable under section III of this chapter exceeds the income of the school from all sources other than Government grants it shall be reduced by the amount of that excess.

NOTE.—In calculating the income of the school under this article only entries under the following headings of the tuitional account may be considered:—

- (a) Grants from District Board and Municipality.
- (b) Income from endowments.
- (c) Voluntary contributions from private individuals and societies.
- (d) Fees—
  - Tuition.
  - Music and other special subjects.
  - Library and games.
  - Conveyance.

SECTION II.—*Conditions of aid*

31 No grant will be given to any school that does not conform to the rules of the Code

32 Grants are continued to such schools only as satisfy the following conditions —

(a) That the school is conducted in accordance with Article 8

(b) That the school premises are properly drained, and healthy in other respects, that the buildings are well constructed and safe, that the rooms are properly lighted, ventilated, and (if need be) warmed, and that they are, as far as possible, well arranged for teaching, that in the case of boarding schools proper arrangements are made for boarders; that the school is provided with all necessary offices and that these and the premises generally are kept clean, that it contains sufficient accommodation for the scholars attending the school

NOTE —(1) The Inspector may call upon the Civil Surgeon to furnish him with a report upon the sanitary arrangements of the school

(2) Rooms used for teaching purposes should provide 12 square feet per scholar where only one class is taught, and 16 square feet per scholar where more classes than one are taught in the same room, the calculation being made for each room on the average daily attendance of scholars taught in that room. The average daily attendance for any period is found by adding together the attendance of all scholars for that period, and dividing the sum by the number of full meetings within the same period the quotient being the average daily attendance

(3) The sleeping space allotted to each boarder must be declared by competent medical authority to be sufficient for the purposes of health. In administering this article, the Department will endeavour to secure a provision for each child under 12, of not less than 40 superficial feet and 400 cubic feet, and for each child above 12, of not less than 48 superficial feet and 480 cubic feet. When a boarding school is hereafter erected with the aid of a building grant the internal space provided for each boarder must be in accordance with the measurements stated in this article

(c) That the school is properly equipped with furniture, books, maps, and other apparatus including a complete set of class books for each teacher supplied from school funds

(d) That efficient provision is made for physical training, which shall, in boys' schools, fit scholars to join a cadet corps

(e) That the staff of teachers is sufficient and competent

(f) That the studies are conducted in accordance with a time table approved by the Department. Such time table must show fully the work of the school the times at which each subject is taught in the different standards, and the distribution of work among the teachers. A time table for each class must always be hung up in the class room in a conspicuous place.

- (g) That the scholars are satisfactorily taught in accordance with the provisions of Chapter IV
- (h) That the organization and discipline of the school are approved by the Inspector
- (i) That fees are levied from all scholars except in the case of recognized orphanages and free schools

NOTE — Schools shall only be considered efficient when they satisfy the conditions laid down under clauses (b) (c) (d) (e), (f) (g) and (h) above

33 — Should an aided school cease to be efficient the managers shall be warned of the fact and the grounds on which it is considered to be inefficient fully stated. A reasonable time to be determined by the Department shall then be allowed for improvement after the lapse of which further Government aid will be withheld should the school be still inefficient

34 — Every school receiving a grant shall comply with the following requirements —

- (a) Any change in the constitution of the Governing Body, or any addition to or reduction in the school staff, shall be at once reported to the Department. In the case of a change of correspondent the outgoing correspondent must at once inform the Department of the name of his successor
- (b) All returns called for by the Department shall be duly and promptly made
- (c) The admission, daily attendance and withdrawal of the scholars shall be entered by or under the supervision of the principal teacher
- (d) Accounts of income and expenditure shall be kept by the managers in the prescribed form (Appendices 2—10 inclusive) and submitted to the Department for audit half yearly or as often as required
- (e) The school shall be open to inspection throughout all its departments in order that the Inspector may satisfy himself that the conditions specified in Article 32 are complied with

### SECTION III — *Ordinary Grant*

35 — To be entitled to the full Ordinary Grants under this section a school shall have held not less than 380 full school meetings during the school year, which shall be the calendar year. If a school has held less than 380 full school meetings a proportionate reduction shall be made in the grants except in the case where a full year has not elapsed since the school was placed under the Code,

36 —By a " Full school meeting " is meant a period of two hours of continuous secular instruction. In the Infant section of a school, a period of one hour and a half of secular instruction shall be considered as a full school meeting. In no case may more than two school meetings be counted on the same day.

37 —By the term ' Ordinary attendance ' in the following articles shall be understood ' the average attendance at 350 of the best attended school meetings during the calendar year ' (January to December) last completed unless the Local Government declares that it shall mean ' the average daily attendance during the school year '.

NOTE —(1) Attendances may not be reckoned for scholars under three years of age.

(2) Scholars who are necessarily absent from a school meeting for attendance at any public examination, a class firing (battalion drill), or a workshop may be credited with attendances at such meeting.

38 —The following are the scales for the calculation of Ordinary Grants —

- (a) *For the Ordinary Grant to the Infant Section and Standards I and II* —Rupees 30 for each of the first twenty scholars in Ordinary attendance. Rupees 25 for each of the second twenty scholars in ordinary attendance. Rupees 20 for each of the remaining scholars in ordinary attendance.
- (b) *For the Ordinary Grant to Standards III to VI* —Rupees 40 for each of the first twenty scholars in ordinary attendance. Rupees 30 for each of the second twenty scholars in ordinary attendance. Rupees 25 for each of the remaining scholars in ordinary attendance.
- (c) *For the Ordinary Grant to the Middle Section (Standards VII and VIII)* —Rupees 80 for each of the first ten scholars in ordinary attendance. Rupees 60 for each of the second ten scholars in ordinary attendance. Rs. 40 for each of the remaining scholars in ordinary attendance.
- (d) *For the Ordinary Grant to the High Section (Standards IX and X)* —Rupees 150 for each of the first five scholars in ordinary attendance. Rupees 100 for each of the second five scholars in ordinary attendance. Rupees 60 for each of the remaining scholars in ordinary attendance.

NOTE —Where a section is formed for a further course of approved study beyond the Cambridge School Certificate Standard, an ordinary grant of Rs. 150 for each of the first five scholars in ordinary attendance, Rs. 100 for each of the second five scholars in ordinary attendance, and Rs. 60 for each of the remaining scholars in ordinary attendance may be allowed. To the amounts calculated upon these scales an addition of ten per cent. is made.



SECTION IV.—*Supplementary Grants.*

39.—In addition to the grants mentioned above, Supplementary Grants may be made, on the recommendation of the Inspector, to any school for the efficient maintenance of which the Ordinary Grants are not sufficient. In considering the assignment of Supplementary Grants the Department shall have regard to the improvement of the quality and pay of the teaching staff: and it shall be a condition of such grants that they shall not be applied to the reduction of fees and voluntary subscriptions. The payment of Supplementary Grants shall be subject to the previous approval of the school budget by the Department.

40.—Supplementary Grants may be given to enable schools to employ trained teachers on the following conditions:—

(i) The salary of each trained teacher must be approved by the Department;

(ii) The grant shall not exceed half the approved salary.

NOTES.—(i) By "Approved salary" is meant the net cash salary excluding board and lodging, or cash payments in lieu thereof.

(ii) By "Trained teacher" is meant a teacher who has undergone a regular course of training in a recognized training class or college and has passed at least the School Certificate Examination or an equivalent examination. The Department will decide all doubtful cases.

41.—Supplementary Grants may also be given to enable schools to maintain Provident Funds for the benefit of teachers' school staff.

SECTION V.—*Fixed Grants.*

42.—Instead of the grants which may be payable under section III, or Sections III and IV of this chapter, grants fixed in amount for a term of years may be given to schools under conditions which shall be determined by Government.

SECTION VI.—*Boarding Grants for (1) orphans and destitute children and for (2) children of the poor in places where schools are not available.*

43. A Special Grant of Rs. 12 per mensem for each child, in addition to Ordinary Grants of all descriptions, is made in aid of boarding charges to orphanages and schools which, in the opinion of the Department, provide an education suitable for children of these classes. The place of birth and residence shall not be taken into consideration in awarding such grants.

44.—The following conditions govern the bestowal of this grant in the case of orphans and destitute children:—

(a) for any scholar on whose account a grant is claimed a certificate must be obtained from the magistrate of the district to

which the child belongs certifying to its destitution (Appendix 13) These certificates must be filed in the school for reference

- (b) No scholar over the age of 15 years shall be eligible
- (c) No scholar reading beyond Standard VIII shall be eligible for this grant without the special sanction of the Department
- (d) Schools cannot claim this grant for military orphans for whom special military allowances are given (such children must, unless specially exempted read in military asylums), or for children paid for from any other public or private fund
- (e) Boarding Grants shall not exceed the difference between the full boarding fee rate for the school and the rate actually charged from the scholar. The total Boarding Grant in any year shall not exceed the difference between the fee income for Boarding and the totals of the items of approved Boarding expenditure. If a proper division of the tuition and boarding fees is not made in the Manager's Return three fourths of the total fees (boarding and tuition together) shall be taken as the boarding fee for the purpose of calculating the Boarding Grant
- (f) Boarding Grants shall be subject to deductions for all periods of continuous absence exceeding 30 days provided such absence is not due to the annual vacations or illness supported by a medical certificate.
- (g) If a child does not rejoin on the date fixed for the reopening of the school after the vacation, the Boarding Grant will be liable to reduction for the whole of the vacation as well as for the period of unauthorized absence

45 — In the case of children of the poorer classes of Europeans in out of the-way places where no suitable education is available, arrangements will be made by the Inspector for the education of such children at the nearest suitable school, the entire cost of such education or such part thereof as may be deemed necessary and of conveyance to and from the school being met by Government provided that the necessity of this is certified to the satisfaction of the Department by some responsible person (Appendix XIV)

NOTE — Grants under this article will ordinarily be discontinued on the transfer of the parents or guardians to a centre where suitable schools are available

SECTION VII.—*Cadet grants.*

46.—(a) Cadet grants at the rate of Rs 10 per head may be given for boys above 16 years of age, to be termed "Senior," who are trained in musketry under the Auxiliary Force Act of 1920, on a certificate from their Commanding Officer to the effect that they have performed the drills required by the regulations to render them efficient members of the Auxiliary Force

(b) Cadet grants at the rate of Rs. 6 per head may be given for boys under 16 years of age, to be termed "Juniors" on a certificate from any member of the school staff who is a member of the Auxiliary Force to the effect that they have completed 90 ordinary drills.

SECTION VIII.—*Special grants.*

47.—Special grants may also be made on the recommendation of the Inspector —

- (a) to schools in places where there is a small or poor European population ;
- (b) to schools newly established, or newly brought under the Code (vide Article 10) ,
- (c) towards the purchase of furniture, books and apparatus ,
- (d) towards the purchase of appliances and materials for physical training and the teaching of vocational or such other subjects as the Government may approve ;
- (e) towards the cost of instruction in the subjects referred to in (d) provided that additional expenditure is incurred on that account and the ordinary grant is considered insufficient ,
- (f) for any other reason which the Government may consider sufficient

48.—Every application for a special grant will be dealt with on its merits and according to the funds at the disposal of the Department, and shall be given subject to such conditions as the Department may impose.

49.—The managers must undertake to refund the amount of any grant made for furniture, apparatus or appliances, if the school ceases to exist within three years from the date of payment.

SECTION IX.—*Building grants*

50.—(1) Grants may be given to managers of schools for the erection, purchase, enlargement, improvement, or repair of school building and the boarding houses attached to them, or for acquiring land for school purposes

(2) Such grants shall not ordinarily exceed the total amount contributed for the purpose from other sources. The value of a site acquired

or of buildings already constructed without a grant may be taken into account in determining the amount of the grant. In places where there is a small or poor European population the maximum grant shall not exceed two-thirds of the total cost.

(3) No grant shall be given for a building regarding the erection or purchase of which the department has not been consulted, and in the case of an application for a grant for repairs the managers will be required to show that the necessity for such a grant has not arisen from the neglect of current repairs in previous years

(4) In making an application for a building grant the manager shall undertake to execute a trust-deed in the form prescribed (appendix 15) and shall certify that the funds at their disposal will, when added to the grant applied for, be sufficient to meet the full cost of the work and close the account.

(5) Before a grant is sanctioned under the preceding articles the department must be satisfied —

- (a) that the European population of the locality is sufficiently large to render the existence of the school necessary and to give a reasonable probability of its permanence ,
- (b) that the school is suited to the requirements of the locality ,
- (c) that the school is likely to be maintained in efficiency ;
- (d) that the school will be conducted in accordance with the rules and regulations of the Code for European Schools ,
- (e) that the site and plans are suited to the school, and the title to the property is clear.

(6) Application for a building grant should be made in the prescribed form (appendix 16)

The application, together with plans, estimates, and specifications and the certificate and undertaking mentioned in clause 4 above, should in the first instance be sent to the Inspector. If the project is one of which the Department approves, it will be submitted to Government in the Educational department by the Director with his recommendation as regards the making of a grant

tion be wanted the Manager concerned should be directed to consult any available competent agency

51. Before the work of construction can be commenced the sites, plans, estimate, etc., must be approved by the Government and the Government may insist on the manager submitting the operations in construction of the building to such inspection as the Government may direct as a condition of the grant being given and may refuse all or part of the grant if the work in construction is shown by such inspection to be unsatisfactory.

NOTE.—The Director is authorized to approve in consultation with the Public Works department plans and estimates amounting to Rs. 10,000 or less in cases in which the Government has sanctioned a grant in aid.

52. The Manager of a school who has applied for assistance from Government towards the erection of a building may on his own responsibility commence work after obtaining approval to the plans and estimates without subsequent prejudice to his application.

NOTE.—Permission to do so, however, must not be taken to commit Government in any way to a favourable decision on the Manager's application for a grant under Article 50 of the Code.

53. On receipt of the sanction for a building grant the Manager concerned will submit a draft trust deed (appendix 15) to the Inspector for the approval of the Department. The property to be hypothecated should be clearly described in the schedule given at the bottom of the trust deed. It should not be a part of a building but a separate building capable of separate definition. The draft trust-deed should be accompanied by (a) a site plan in duplicate showing the building to be hypothecated delineated in red ink, (b) satisfactory documentary evidence of ownership and power to hypothecate, e.g., a copy of the power of attorney or a copy of the articles of association of the proprietary body. After the draft deed has been approved by the Department it should be faired out exactly and without alteration, on stout paper. The fair deed must be signed by the Manager or Managers in whom the property is vested, or their attorney, and the signatures must be attested by two witnesses in each case. The fair deed together with the approved draft deed and their enclosures should then be submitted to the Department for the signature of the Secretary to Government on behalf of the Secretary of State for India, but should not be dated. The agreement will then be registered and returned to the Department for safe custody.

54. Advances may from time to time be made by the Director out of the sanctioned grant, if he is satisfied that the work is progressing satisfactorily. The grant will not be paid in full until the work has been completed and the trust-deed has been duly executed, registered and forwarded by the Manager to the Department for safe custody.

## CHAPTER VI

## TEACHERS

55 In aided schools every paid teacher should be engaged under a written agreement (appendix 17) with the Governing Body, terminable on either side with reasonable notice, (three months notice may be considered reasonable)

56 A teacher who has worked throughout the session is entitled to pay for the ensuing vacation unless or until he or she having resigned with due notice joins a new appointment, from which date payment of salary will cease

57 A teacher who considers himself or herself unjustly dismissed shall be permitted to make representation to the Director, and the Governing Body should in such a case defer action until they have received from the Director an expression of his view.

## CHAPTER VII

## TRANSFER RULES

58 No recognized school shall admit a scholar without a transfer certificate (appendix 18) from the last school which he attended, and in no case shall a scholar be permitted to attend a class pending formal admission

NOTE—A transfer certificate is required in all cases from the headmaster of the school (of whatever class) in which the scholar has last been reading and no certificate issued by an unrecognized school should be accepted unless countersigned by an Inspector of schools

59 Before any scholar is admitted, the parent or guardian shall be supplied with a copy of the school rules clearly stating the tuition and other fees which he will be called upon to pay while the scholar remains in the school and in case he leaves without notice. The copy thus supplied shall be signed by the head of the school on behalf of the Managers. A similar copy signed by the parent or guardian should be preserved in the school

60 All the tuition and other fee rules of the school shall be printed on the back of the bill form

61 Application for a transfer certificate must be made to the head teacher by the parent or guardian of the scholar. Whenever possible he should apply in person, if he cannot do this he should apply by letter

62 The certificate must be either granted or refused on the day on which the application is received. The only ground on which it may be refused is non payment of fees due. Refusals must be given in writing and must state the amount and nature of fees due, and must be signed by the head teacher.

63 Boarding and tuitional fees should not be allowed to fall into arrears over periods exceeding three months

If fees are allowed to accumulate for more than three months the school will permit this at its own risk and in such cases transfer certificates must be issued on payment of boarding and tuitional fees for three months

64 No transfer certificate is valid unless it is in the authorized form (appendix 18)

65 Application for a duplicate certificate must be made to the Inspector through the head of the school issuing the original certificate. Should the Inspector authorize the issue of the certificate, a fee of Re 1 shall be paid to the school for it

66 If a scholar has been expelled from a school for misconduct and a transfer certificate be called for and given, the certificate shall bear the words 'expelled for misconduct'

67 When a scholar is admitted on a transfer certificate he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor shall he be promoted before the end of the school year, without the previous sanction of the Inspector

68 All transfer certificates must be filed and submitted to the Inspector at his visits. Each certificate shall bear a serial number apart from the issue number given in the certificate and this serial number shall be entered against the scholar's name in the Admission Register.

69 All questions arising between one school and another respecting the enforcement of these rules shall be referred to the Inspector, whose decision shall be final

70 Wilful transgression of any of the foregoing rules will render an aided school liable to suspension, reduction, or withdrawal of grant to forfeiture of the right to send up candidates to the public examinations and the right to hold scholarships, and in the case of a recognised unaided school to the loss of recognition and attendant privileges

## CHAPTER VIII

### RECORDS

71. In every recognised school the following records in prescribed form must be maintained —

- (a) the latest edition of the Code,
- (b) attendance registers,
- (c) an admission register,
- (d) account-books, salary and scholarship acquittance rolls (appendices 2 to 10)

(e) a log book, stoutly bound,

(f) a portfolio to contain official letters and documents

NOTE —The above records (excluding (d) in the case of unaided schools) are the property of the school and must be transferred to the new managing body in the event of a change of managers or managing body

72 The Principal Teacher must from time to time make entries in the log book, showing the visits of managers, the progress of the various classes, and other facts concerning the school or its teachers, such as commencement of duties, cautions, illness, etc., which are likely to be required for future reference. Such communications from the Inspector as he may direct to be inserted in the log book must be copied *verbatim* therein

73 The only persons authorized to make entries in the log book are the Principal Teacher and the Inspector. The log book shall be kept in the custody of the Principal Teacher, but shall be open at all times to the inspection of the managers. No entry once made in the log book may be removed, nor may it be altered otherwise than by a subsequent entry

NOTE —A visitor's book may be kept for the remarks of other persons visiting the school

74 At the commencement of each calendar year, the name of every teacher who is to form part of the school staff for the year, and the distribution of the work among them, shall be entered in the log book signed by the Principal Teacher. Any subsequent change in the staff or in the distribution of the work, shall be recorded in the log book.

75. The books of every school should be kept so as to show month by month the boarding and tuitional fees actually paid for each scholar, these entries should be verified by the Auditor, and a nominal list should be prepared annually by each school (appendix 19) and submitted to the Inspector showing the cases in which reductions have been made in the boarding and tuitional fees exacted, with a brief statement of the reasons, and showing what school (if any) the scholar has previously attended and what was the rate of boarding and tuitional fees paid for him there

## CHAPTER IX

### EXAMINATIONS

76 The examinations prescribed for the purpose of testing the attainments of scholars at the end of the Primary, Middle, and High Sections are the Preliminary, Junior Cambridge Local Examination



and the School Certificate Examination (formerly known as the Senior Local Examination) respectively. The centres of examination and the conditions under which the examinations will be held are notified in the General Regulations published annually by the Cambridge Local Examinations Syndicate.

77 These examinations will be open only to scholars from recognised schools and to *bona fide* private candidates. To be admitted as a private candidate a boy or girl must have studied privately under conditions approved by the Inspector and must apply for permission to appear not less than six months before the date fixed for the examination at which he or she desires to appear. A scholar from an unrecognised school and no one who has been a scholar at any school within one year of the examination, can be admitted as a private candidate.

## CHAPTER X

### SCHOLARSHIPS

78 The following scholarships are provided at the various stages of instruction —

(1) 30 Primary Scholarships of the value of Rs 10 per mensem tenable for two years,

(2) 18 Middle Scholarships of the value of Rs 15 per mensem tenable for two years

“ (3) 12 High School scholarships for boys 6 of the value of Rs 10 p m and 6 of the value of Rs 30 p m tenable for 18 months, and for girls 4 of the value of Rs 40 p m tenable for 30 months and 8 of the value of Rs 30 p m tenable for 20 months ”

(4) 6 Collegiate scholarships for boys and girls 4 of the value of Rs 50 p m and 2 of the value of Rs 40 p m

(5) 3 Technical Scholarships of the value of Rs 40 p m tenable for three years

(6) 2 Commercial Scholarships of the value of Rs 40 p m tenable for two years

79 Primary, Middle and High Scholarships will be awarded on the result of the examinations prescribed in Chapter IX.

80 Collegiate Scholarships will be awarded on the results of the Higher Local or Higher School Certificate Examination or failing candidates for this examination on the results of the Intermediate Examination of the Board of High School and Intermediate Education.

81 Primary Scholarships are tenable for two years in the Middle Section of a secondary school, middle scholarships are tenable for two years in the high section of a secondary school, and High Scholarships are tenable for two years by students pursuing a recognised course of study in any

institution approved for this purpose by the Department Collegiate Scholarships are ordinarily tenable for ~~two years~~ <sup>20 months</sup> by a student admitted to a University and studying for one of the degrees of that University Technical Scholarships are tenable for three years in the Thomason Civil Engineering College, Roorkee, or in the Government Technical Schools at Lucknow and Gorakhpur Commercial Scholarships are tenable for two years by scholars pursuing the prescribed course for a recognised diploma in Commerce at an institution approved by the Department

82 Candidates for Primary Scholarships must be under 14 years of age, for Middle Scholarships under 16 years of age, and for High Scholarships under 18 years of age on 15th December in the year of examination. Candidates for Collegiate Scholarships must be under 22 years of age on the 31st March in the year of examination

83 Scholarships will be allotted to boys and girls respectively in such proportion as Government may decide from time to time The following distribution is fixed at present —

30 Primary Scholarships 15 for boys and 15 for girls,

18 Middle Scholarships 9 for boys and 9 for girls

~~18~~ <sup>21</sup> High <sup>School</sup> Scholarships, ~~12~~ <sup>12</sup> for boys and ~~8~~ <sup>10</sup> for girls (in equal proportions between day scholars and boarders respectively),

~~10~~ <sup>6</sup> Collegiate Scholarships at the discretion of the Department from year to year,

3 Technical and 2 Commercial for boys only.

84 Proportionate deductions will be made in the amount of a scholarship for every day's unavoidable absence from school or college.

85 A scholarship may be reduced or withdrawn in cases of misconduct or continued absence, or of insufficient progress in studies

86 A scholarship may be transferred from one school to another with the sanction of the Department, or from one province to another, provided that the Department is satisfied that the circumstances justify the transfer.

87 To supplement the system of scholarships set forth in the preceding articles separate allotments for boys and girls respectively will be annually placed at the disposal of the Director for the purpose of assisting by stipends promising scholars, who otherwise would not be able to continue their studies. Principals of schools will be invited submit the names of suitable candidates in the prescribed form.

## CHAPTER XI.

## TRAINING INSTITUTIONS

88 In addition to the Training Colleges of the Universities which admit graduates, men and women, with or without stipends and prepare candidates for their respective degrees in teaching, the following Training Classes prepare candidates for diplomas in teaching which are recognised for the purpose of grants under article 40.

*I.—The Chelmsford Training Class, Ghora Gali, near Murree.*

(a) *Admission*—(i) Every candidate for admission must be at least 16 years of age and must have passed the Cambridge Senior Certificate Examination or the Matriculation or any higher examination of a University.

(ii) Every candidate must produce a certificate of good moral character and a certificate from a commissioned medical officer that his health is good, and that he is suffering from no infirmity likely to interfere with the profession of a teacher.

(b) *Stipends*—(i) Four stipends of the value of Rs 50 per month tenable for two years are awarded annually by the Government of the United Provinces to enable men who fulfil the necessary conditions to undergo a course of training at the class. Applications for stipends should be sent to the office of the Director of Public Instruction through the Inspector of European Schools on or before the 15th of January each year.

(ii) A candidate nominated by a recognized European school with the approval of the Department shall have a preferential claim to a stipend, provided that the school which nominates him guarantees to employ him after the successful completion of his course of training.

(iii) A candidate to whom a stipend has been awarded will be required to execute an agreement binding him (a) to complete the course of training at the Chelmsford Training Class, Ghora Gali, near Murree, (b) to serve thereafter for at least three years in a recognised European school and (c) to refund in case of breach of contract the whole amount of stipend received by him.

(c) *Course of Study*.—The course lasts two years and begins on 1st March. All enquiries regarding the syllabus and examination should be addressed to the Superintendent, Chelmsford Training Class, Ghora Gali, near Murree.

*II.—The Training Class for women teachers attached to All Saints' Diocesan College, Naini Tal.*

### *III.—The Training Class for women teachers attached to Woodstock College, Mussoorie*

Both these classes prepare for (1) the Secondary Teachers' Certificate and (2) Preparatory Teachers' Certificate Examinations which are held by the Department in November each year

NOTE.—The practical examination will ordinarily be held in September or October on dates which will be notified by the Department

(a) *Admission*—(i) Application for admission must be made to the Principals of the Colleges

(ii) Every candidate for admission must be at least 18 years of age on 15th March in the year of admission and must have passed the School Certificate Examination (formerly known as the Cambridge Senior Local Examination) or an examination accepted as equivalent by the Department, or any higher examination

(iii) Every candidate must produce a certificate of good moral character and a certificate from a commissioned medical officer that the state of her health is satisfactory and that she is free from any infirmity or bodily defect likely to interfere with the profession of a teacher

(iv) Selected candidates will be on probation for two months, at the end of which time the Principal shall state whether the student is likely to profit by further instruction

(b) *Stipends*—(i) 12 stipends of the value of Rs. 20 per mensem and 3 stipends of the value of Rs. 30 per mensem tenable for 22 months are awarded annually by the Government to enable women who fulfil the necessary conditions to undergo a course of training for the Secondary Teachers' Certificate and 6 stipends of the value of Rs. 20 per mensem tenable for 22 months are awarded annually to candidates for the Preparatory Teachers' Certificate

Applications for stipends should be sent before 1st March each year to the Principal of the College where admission is sought. Stipends of the value of Rs. 30 per mensem will ordinarily be awarded to candidates with previous teaching experience.

(ii) A candidate to whom a stipend has been awarded will be required to execute an agreement binding her (a) to complete the course of training, (b) to serve thereafter for at least three years in a recognised European School, and (c) to refund in case of breach of contract the whole amount of stipend received by her.

(c) *Courses of study*—The courses of study for the Secondary Teachers' Certificate Examination and Preparatory Teachers' Certificate Examination are laid down in Schedules II and III respectively (issued separately), which also define the scope of the examinations. The cour

begin on 15th March and last two years. All enquiries should be addressed to the Principal of the College which it is intended to join.

**Certificates**—(1) The certificates issued on the results of these examinations (appendices 20A and 20B) will be provisional and the holder will be required to teach for two years under the observation of the Inspector who at his annual inspections will endorse the provisional certificates stating his opinion upon the quality of the teacher's work. At the end of this period if the Inspector is satisfied with the teacher's methods and her skill in teaching and class management she will be awarded a permanent certificate (appendix 21).

(2) In the case of the Secondary Teachers' Training class permanent certificates will be of two grades: (a) Middle Class School Teachers' certificates. b) High School Teachers' certificates. Those who have successfully completed the two years ordinary course shall be awarded Middle School Teachers' certificates. Those who have successfully completed the advanced three years course, or who having passed a recognized examination higher than the school certificate examination have successfully completed the ordinary course shall be awarded a High School Teachers' certificate.

**NOTE**—Teachers in possession of the lower certificate may gain the higher one by passing a higher literary examination.

89 **Residence**—All students in training will be required to reside at the Colleges to which the Training Classes are attached, unless specially exempted by the Inspector on the recommendation of the Principal.

90 **English Teachers Certificate for women**—Teachers who possess the English Teachers' Certificates for women are eligible for half-salary grants under Article 40 of the Code of Regulations for European Schools provided they have passed the School Certificate Examination (formerly known as the Cambridge Senior Local Examination) or an examination accepted as equivalent by the Department. All enquiries regarding the English Teachers' Certificate Examination should be addressed to the Registrar, Certificate Examinations for Women Teachers office of the Chief Inspectress of Girls' Schools, Allahabad.

### *Grants in-aid to Training Classes*

91 Aid will be given to Training Classes in the form of fixed grants (article 42).

92 A training institution must include a practising school working under the Code, having a staff of teachers sufficient in number and fully competent to carry on both the ordinary work of the school and the training of students and having also the requisite accommodation for doing so.

93 No grant will be given to a training class until the Department is satisfied on the following points —

- (a) That the building of the school is well suited for the purpose namely, that it satisfies the conditions of Article 32(b) that a sufficient number of the rooms in which classes are taught are large enough for the students to be present and to watch the teaching of a class, and are in other ways adapted to that purpose, and that there are sufficient and suitable additional rooms in which the students can receive further instruction and training
- (b) That the institution is satisfactorily furnished and equipped with all necessary school appliances and apparatus, and with a good educational and reference library for the use of the students.
- (c) That the institution is suitably staffed with teachers fully competent to conduct the work of the school and to train and teach the students in the prescribed courses
- (d) That the school satisfies the conditions of Article 32
- (e) That the school classes are sufficiently large to serve the students for practising purposes
- (f) That approved arrangements are made in hostels or otherwise for the boarding and home supervision of the students

## APPENDIX I.

*Form of application for a grant-in-aid (article 10 of the Code)*

Name of school \_\_\_\_\_  
 Class of school (article 15 of the Code) \_\_\_\_\_

Names of teachers	Monthly salaries	Certificated or not (Chapter VI)	Examinations passed

Number of scholars in each section (Articles 19 to 21 of the Code); and scale of fees

	Infants	Standard I	Standard II	Standard III	Standard IV	Standard V	Standard VI	Standard VII.	High section.
Boys . . .									
Girls . . .									
Total ..									
Fees ..									

Probable annual income (excluding Government grant)				Probable annual expenditure			
	Rs	a	p		Rs	a	p
Fees (excluding boarding charges)				Light and taxes ..			
Subscription ..				Teachers ..			
Grants from Municipalities* ..				Servants ..			
Grants from Railway Companies* ..				Furniture and apparatus			
Grants from other sources* ..				Renewals and repairs ..			
				Books and stationery ..			
				Repairs to the building ..			
				Miscellaneous ..			
Total ..				Total ..			

\*NOTE — In the case of these grants full particulars should be given in the letter from the correspondent)

Names of Managers (Article 7 of the Code)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Correspondant









## Classified abstract of expenditure

Date of payment	TUITIONAL									
	SALARIES					Repairs to buildings	Rent, taxes and insurance	Purchase and repair of furniture (including school apparatus)	BOOKS AND STATIONERY	
	Teachers	Teachers of Music and other special subjects	Maintenance of Teachers	Clerk	Servants (school servants only)				For school use only	Supplied to pupils recoverable
1	2	3	4	5	6	7	8	9	10	11
Total of current month—										
Add expenditure up to last month										
Progressive total up to current month										

Date of payment	BOARDING HOUSE						
	SALARIES		Repairs to buildings	Rent, taxes and insurance	Purchase and repair of furniture	BOARDING HOUSE EXPENSE	
	House keeper and matrons	Servants [Boarding house only]				Food	Fuel and light
1	23	24	25	26	27	28	29
Total of current month—							
Add expenditure up to last month							
Progressive total up to current month							

NOTE — If one page does not suffice for



## APPENDIX 5.

Bill book for the year 192 .

No.

Name of Parent or Guardian

Name of Children and Standard

Address

Rate of fees

Item.	January.	February.	March.	April.	May.	June.	July.	August.	Septem-ber.	October.	Novem-ber.	Decem-ber.	Total	Date	Item.	Amount	Date	Item.	Amount.
Bill no	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a	Rs a			Rs a			Rs a
Opening balance due to school,																			
Boarding fees ..																			
Tuition ..																			
Washing, repairs ..																			
Medicine, games ..																			
Music ..																			
Use of piano																			
Fees for special subjects																			
Clothing and boots ..																			
Books and stationery ..																			
Medicine, Doctor and nurse, special																			
Pocket money ..																			
Conveyance ..																			
Capitation tax ..																			
Other items ..																			
Miscellaneous ..																			
Total of Bill ..																			
Opening balance due to parents.																			
Amount paid for the month																			
Date of payment ..																			
Closing balance (School due to																			
Parent																			

## APPENDIX 6.

*Form of receipt.*

[illegible]

## APPENDIX 7.

Salary book for the month of \_\_\_\_\_ 192 .

Name	Designation.	Rate of salary	Particulars of broken periods	Amount of salary	Provident fund deduction	Income tax			Fine or other deduction			Net amount paid.			Signature and date (stamped if the amount exceeds Rs 20).
						Rs	a	p	Rs	a	p	Rs	a	p	

## APPENDIX 8.

*Tradesmen's Accounts*

Account with

Date.	Particulars.	Amount.			Remarks.
		Rs	a	p	

## APPENDIX 9

[To be filled up at the end of the year when the school closes for the Christmas holidays]

(Any omission of entries or certificates will necessitate a return of this form and delay the determination of the grant)

EUROPEAN SCHOOLS,  
UNITED PROVINCES  
MANAGLE'S RETURN

\_\_\_\_\_  
School

RETURN for the year ended December 31st, 192 .

I.—We hereby certify—\*

- (A) That this school, and will henceforth be, conducted in accordance with the Code of Regulations for European Schools
- (B) That the school Registers and Books of account have been so kept as to leave no doubt respecting the accuracy of the entries in this form that are taken from them and that all other particulars contained in this return are true to the best of our belief

This \_\_\_\_\_ day of \_\_\_\_\_ 192 .

\* To be signed by the Managers of the School

II.—If there has been any change of teachers during the past year, state in each case—

(a) The names in full of the late teacher	1	2	
(b) Whether certificated or not .			
(c) Whether the Managers were satisfied with the teacher's character, conduct, and attention to duty. The cause of dissatisfaction, if any, should be stated			
(d) The exact date at which he (or she) ceased to have charge of the school or class			
(e) The exact date at which the new teacher took charge of the school or class			

When a number of changes in the staff exceeds three, and in other cases where the space allowed in this form is insufficient, the necessary information should be separately written and filed herewith. An entry should in that case be made in the column

\* See separate paper 4, B, etc., and the filed paper should be marked with the letter



## III — Account of Income and Expenditure

Showing the amounts actually

Heads of receipts	Amount	Remarks
<b>Tuitional account</b>		
I — Government grant—		Detailed explanation of the balance
(a) Ordinary		
(b) Supplementary (for salaries of teachers)		
(c) Supplementary (for Provident Fund)		
(d) Cist		
(e) Special		
II — Grants from District Board and Municipality		
III — Income from Investments		
IV — Voluntary contributions—		
(a) Private individuals		
(b) Societies		
V — Fees		
(a) Tuition		
(b) Muscular exercises and subjects		
(c) Library and games		
(d) Conveyance		
VI — Scholarships		
VII — Books and stationery supplied to pupils (recovery)		
VIII — Interest on investments		
IX — Income tax		
X — Contribution to Provident Fund		
XI — Miscellaneous		
<b>Total</b>		
<b>Boriding House Account</b>		
I — Government Grant—		Or opening credit balance on 1st January Rs
(a) Learning		
(b) Special		
II — Income from Investments		
III — Voluntary contributions—		
(a) Private individuals		
(b) Societies		
IV — Fees Boarding		
V — Maintenance of teachers (Of Tuition Account Item I (c) Expenditure)		
VI — Recoveries on account of supplies to pupils—		
(a) Clothing		
(b) Medicines doctor, and nurse		
(c) Pocket money		
(d) Conveyance		
(e) Other items		
VII — Miscellaneous		
<b>Total</b>		
<b>Capital Account</b>		
I — Building grant		
II — Furniture grant		
III — Voluntary contributions—		
(a) Private individuals		
(b) Societies		
<b>Total</b>		
<b>GRAND TOTAL</b>		
		Opening debit balance on 1st January Rs
		Add expenditure of the year
		Deduct receipts of the year
		Closing debit balance

for the year ending on the 31st December, 192

received and actually disbursed

Heads of expenditure	Amount	Remarks
I —Salaries—		I hereby certify that according to the best of my knowledge and belief the foregoing is a true and complete account of the sums actually received and actually spent on account of the school in the year ended 31st December, 1921, that no paid officer of the school is included among its contributors or the contributors to any fund out of which the school is supported and that no part of the amount returned as tuition fees has been contributed by the general fund of the school or has been returned to the children and I further certify that the amounts of unrealized fees etc., due from parents and of unpaid bills due to tradesmen were respectively Rs. _____ and Rs. _____ on the 31st December, 1921.
(a) Teachers		
(b) Teachers of music and other special subjects		
(c) Maintenance of teachers		
(d) Clerk		
(e) Servants (school servants only)		
II —Repairs to buildings		
III —Rent taxes and insurance		
IV —Purchase and repair of furniture (including school apparatus)		
V —Books and stationery—		
(a) For school use only		
(b) Supplied to pupils (recoverable)		
VI —Examination charges		
VII —Scholarships		
VIII —Sports		
IX —Prizes		
X —Hot and cold water charges		
XI —Interest and commission		
XII —Audit fees		
XIII —Contribution to Provident Fund		
XIV —Income tax		
XV —Travelling expenses of staff of chargeable to school and conveyance		
XVI —Miscellaneous		
Total		
I —Salaries—		I hereby certify that according to the best of my knowledge and belief the foregoing is a true and complete account of the sums actually received and actually spent on account of the school in the year ended 31st December, 1921, that no paid officer of the school is included among its contributors or the contributors to any fund out of which the school is supported and that no part of the amount returned as tuition fees has been contributed by the general fund of the school or has been returned to the children and I further certify that the amounts of unrealized fees etc., due from parents and of unpaid bills due to tradesmen were respectively Rs. _____ and Rs. _____ on the 31st December, 1921.
(a) Teachers		
(b) Teachers of music and other special subjects		
(c) Maintenance of teachers		
(d) Clerk		
(e) Servants (school servants only)		
II —Repairs to buildings		
III —Rent taxes and insurance		
IV —Purchase and repair of furniture (including school apparatus)		
V —Books and stationery—		
(a) For school use only		
(b) Supplied to pupils (recoverable)		
VI —Examination charges		
VII —Scholarships		
VIII —Sports		
IX —Prizes		
X —Hot and cold water charges		
XI —Interest and commission		
XII —Audit fees		
XIII —Contribution to Provident Fund		
XIV —Income tax		
XV —Travelling expenses of staff of chargeable to school and conveyance		
XVI —Miscellaneous		
Total		
I —Buildings		I hereby certify that according to the best of my knowledge and belief the foregoing is a true and complete account of the sums actually received and actually spent on account of the school in the year ended 31st December, 1921, that no paid officer of the school is included among its contributors or the contributors to any fund out of which the school is supported and that no part of the amount returned as tuition fees has been contributed by the general fund of the school or has been returned to the children and I further certify that the amounts of unrealized fees etc., due from parents and of unpaid bills due to tradesmen were respectively Rs. _____ and Rs. _____ on the 31st December, 1921.
II —Furniture		
III —Repairs to buildings		
IV —Rent taxes and insurance		
V —Purchase and repair of furniture (including school apparatus)		
VI —Books and stationery—		
(a) For school use only		
(b) Supplied to pupils (recoverable)		
VII —Examination charges		
VIII —Scholarships		
IX —Sports		
X —Prizes		
XI —Hot and cold water charges		
XII —Interest and commission		
XIII —Audit fees		
XIV —Contribution to Provident Fund		
XV —Income tax		
XVI —Travelling expenses of staff of chargeable to school and conveyance		
XVII —Miscellaneous		
Total		
GRAND TOTAL		

Treasurer

1921

\* Note—These two amounts are obtainable by totalling the balance of the personal accounts outstanding on the 31st December in the Bill Book (Form no 4) and the Tradesmen's Accounts (Form no 8) respectively

IV—TEACHERS—In this list must be included all the teachers except pupil teachers, that have been employed in school during the year. If any teacher has left since the last annual inspection the exact date of leaving must be entered in the column of Remarks. In other cases this column must be left blank.

1	2	3	4	5	6	7	8	9
Teacher's name in full (a)	Monthly salary (b)	Age	Date on which he (or she) entered on duties in this school	Total length of service in schools inspected by the Department	Qualification (c) ;	In what school last inspected, and when	Are the Managers satisfied with the teacher's character, conduct, and attention to duty during the past year	Remarks
.								
.								
.								

(a) If there is not room in this page for the requisite particulars regarding all the teachers, another sheet should be ruled as above and attached. The names of teachers who are members of religious orders must be shown in column 1, but it is not necessary to give particulars about them in the remaining columns.

(b) The actual net salary must in all cases be given exclusive of charges, if any, for board and lodging or lodging only.

(c) In column 6 it should be stated whether the teacher has a degree or diploma of an University or a certificate under the former Code or a certificate of proficiency or letter of recognition under the Code of 1897, or a teacher's certificate under Chapter VI of the Code of 1905.

V.—Monthly return of school meetings and attendances of scholars for computation of the ordinary grants —

For ordinary grants	January	February	March.	April	May	June	July	August	September	October	November	December	Total	Ordinary attendance for the year
Total number of school meetings													350	
Number of school meetings to be counted for ordinary grants														
Attendances of infants and standards I and II														
Attendances of scholars in the Primary section, i.e., standards III to VI														
Attendances of scholars in the Middle section, i.e., standards VII and VIII														
Attendances of scholars in the High section, i.e., standards IX and X														
Attendances of scholars in Special section														

In the above, "Ordinary attendances" is the average attendance at 350 of the best attended school meetings during the calendar year (see article 37) II in finding the "Ordinary attendance" for the year, the quotient after division is a mixed number, substitute the nearest whole number.

(The "Ordinary attendance" for any section of the school will be found by dividing the total number of attendances of the scholars in the section at the 350 best attended school meetings by 350, the quotient being the "Ordinary attendance.")

VI.—(1) Dimensions of class room

(2) Dimensions of the dormitories.

Serial number	Length.	Breadth	Height.	Classes occupying the room	Number of scholars ordinarily occupying the room	Remarks	Length	Breadth	Height	Number of boarders ordinarily sleeping in them	Remarks.
1											
2											
3											
4											
5											
6											

VII.—What vacations were allowed in the past year? Give exact date

	From	To
1		
2		
3		
4		

VIII.—Fee—

(1) Scale of fees.

(2) What determines the different rates of payments

Comparative statement showing the actuals for 192 and 192 and budget estimates for 192 of the

	Income			Head	Expenditure		
	Actuals for 192	Revised budget for 192	Budget esti- mates for 192		Actuals for 192	Revised budget for 192	Budget esti- mates for 192
Tuitional Account							
I—Government Grant—							
(a) Ordinary							
(b) Supplementary (for salaries of teachers)							
(c) Supplementary (for Provident Fund)							
(d) Cadet							
(e) Special							
II—Grants from District Board and Municipality							
III—Income from endowments							
IV—Voluntary contributions—							
(a) Private individuals							
(b) Societies							
V—Fees							
(a) Tuition							
(b) Music and other special subjects							
(c) Examination							
(d) Library and games							
(e) Conveyance							
VI—Scholarships							
VII—Books and stationery supplied to pupils (recoverable)							
VIII—Interest and commission							
IX—Income tax							
X—Contribution to Provident Fund							
XI—Miscellaneous							
Total							
Balance at beginning of year							



## Capital Account

- I -- Building grant  
 II -- Furniture grant  
 III -- Voluntary contributions  
       (a) Private individuals  
       (b) Societies

Total

Balance at beginning of year

Grand Total

Balance at beginning of year

- I -- Buildings  
 II -- Furniture

Total

Balance at close of year

Grand Total

Total Balance at close of year

Credit Balances will be shown +

Debtor Balances --



## APPENDIX 11.

*Rules and Regulations for the maintenance and management of  
Provident Funds in European Schools, United Provinces.*

In the following rules:—

- (a) "Salary" includes all fixed monthly allowances by way of pay or pension allowances but does not include allowances granted to meet specific expenditure, such as travelling, horse, conveyance, or house rent allowance whether daily, monthly or yearly.
- (b) "Teacher" means a whole time teacher employed permanently on the staff of the school and includes the Isinc pal, but not non-resident instructors, nor a teacher on probation in a substantive appointment.
- (c) "Depositor or subscriber" means a teacher on whose behalf a deposit is made under these rules.
- (d) "Interest" means the interest accruing upon sums subscribed, or contributed to the Provident Fund under these rules, and invested from time to time in securities approved by Local Government.

1. This Provident Fund Institution shall be subject to the general supervision and control of the Board of Trustees of the school.

The Board of Trustees shall be regarded as Trustees of the Fund which shall be managed by the Superintendent of the school for the time being.

The accounts of the institution shall be audited annually and a statement of his account shall be submitted to each contributor half yearly.

2. To the amount subscribed to the Provident Fund, by each depositor, there shall be added such sums as may be received from the Local Government by way of contribution. Addition shall be made at the close of the year in proportion to the payment made by each depositor under rule 7 and credited to  $\frac{\text{his}}{\text{her}}$  account.

(It shall be noted that a Government grant for starting and maintaining a Provident Fund for teachers is to be given only on the condition that the Teachers, or the Teachers and School together, are willing to subscribe 10 per cent. of the cost of the salaries towards the Fund, and no special grant at all is to be given, unless the school agrees to submit its Budget annually for the approval of the Educational department.)

3. Each subscriber to the Fund will receive interest at the rate of Rs 8½ per cent per annum calculated on the amount standing to  $\frac{\text{his}}{\text{her}}$  credit on the 30th June, and 31st December.

4. All moneys belonging to the Fund shall be, from time to time, invested in Government Promissory Notes, Port Trust Debentures, or other first class Trustee stock which will ensure the ability of the Trustees to pay depositor's interest at the rate of 8½ per cent as specified in rule 3 provided that for convenience of the administration of the Fund, a reasonable balance may be kept in a current account at the Post Office Savings Bank.

5. If any dispute shall arise between the committee of management and any individual member who may be entitled to any moneys deposited in the Institution, then and in every case the matter in dispute shall be referred in writing to the Board of Trustees. Whatever award shall be made by the said referees shall be binding and conclusive on all parties and shall be final to all intents and purposes without any appeal.

## APPENDIX II

*Revised rules and regulations for the maintenance and management of Provident Funds in European schools, United Provinces*

(Sanctioned in G O no F466, dated June, 14, 1927)

In the following rules —

- (a) "Salaries" includes all fixed monthly allowances by way of pay or personal allowances but does not include allowances granted to meet specific expenditure, such as travelling, horse, conveyance or house rent allowance whether daily, monthly or yearly.
- (b) "Staff" includes the Principal, all whole time teachers, clerks, matrons, nurses and house keepers permanently employed on the staff of the school.

1. Provident funds in European schools shall be subject to the general supervision and control of the governing bodies or managers of the schools (as defined in article 7 of the Code). The managers shall be regarded as trustees of the funds which shall be managed by the Principal or Correspondent of the school for the time being who may associate with him/herself a committee of three elected from among the subscribers.

The accounts of such funds shall be audited annually and a statement of his/her account shall be submitted to each subscriber half yearly.

2. To the amount subscribed to the provident fund by each subscriber there shall be added such sums as may be received from the local Government by way of contribution. Additions shall be made at the close of the year in proportion to the payments made by each subscriber under rule 7 and credited to his/her account. These additions shall not exceed 10 per cent. of the salary which the department has approved for the subscriber.

NOTE: A C - - - - - and - - - - - are - - - - - fund -

3. Each subscriber to the fund will receive interest at the rate of 3½ per cent per annum or more according to the ability of the fund to pay interest, calculated on the amount standing to his/her credit on June 30 and December 31. The interest so calculated will be added to the sum at the credit of each subscriber, but may be drawn for the purpose of paying premia on life insurances, provided that the head of the school (institution) certifies that it is required for this purpose and undertakes to see that it is used for no other purpose. Premia receipts will be regularly inspected by the Principal or Correspondent.

4 All moneys belonging to the fund shall be from time to time invested in fixed deposits in the Imperial Bank Government promissory notes, Post Office cash certificates, Port Trust debentures, or other first class trustee Stock which will ensure the ability of the trustees to pay subscribers the interest specified in rule 3 provided that for convenience in the administration of the fund a reasonable balance may be kept in a current account at the post office savings banks

NOTE—There should be only one account in the post office savings bank for the entire fund in the name of the manager principal or correspondent

5. If any dispute shall arise between the management of the fund and any individual subscriber who may be entitled to any moneys deposited in the fund then and in every case the matter in dispute shall be referred in writing to the governing body of the school unless such dispute concerns the title of the subscriber to the Government contribution to his/her account when the matter in dispute shall be referred in writing to the Inspector. Whatever award shall be made by the said referee shall be binding and conclusive on all parties and shall be final to all intents and purposes without any appeal

6 All members of the staff shall be eligible for membership

7 The rule as to subscriptions of members shall be that every member shall subscribe a sum of 10 per cent monthly of the amount of his/her salary

8 The disbursing pay officer of the school shall from time to time deduct from any sum payable by the school to any member in respect of salary, such sum as may be required to pay any subscriptions due from him/her to the fund

9 On the determination of his/her agreement with the school (other than a subscriber to the fund) shall payment in full of the money of the fund, except that of his/her agreement (otherwise than as provided for in rule 11) proceeds to join another school in these provinces in which such a provident fund exists the amount standing to the credit of his/her account shall be transferred to the credit of his/her account in the provident fund of the school which he/she has joined

10 In the case of the decease of any subscriber, the amount standing to his/her credit shall be paid to his/her legal representatives after deduction of any sum which may be due by such subscriber to the school, subject to the provisions of rule 11.

11 If any subscriber shall be dismissed for misconduct from the service of the school, or shall leave the school otherwise than in accordance with the terms of his/her agreement, the management shall pay to him/her the aggregate amount from time to time subscribed by him/her to the fund together with the interest on the amounts subscribed by him/her from their respective dates of payment at the rate specified in rule 3 less any amount claimable by the management on account of loan or on account of interest which has accrued on the contribution made by Government and has been drawn for the payment

of premia in accordance with rule 3 All moneys then standing to his/her credit in the books of the fund in respect of contribution made by Government together with the interest accrued thereon shall there upon be forfeited and shall be credited to the surplus account referred to in rule 13

12 No subscriber who quits the service of the school before the expiry of two years of service shall be entitled to any portion of the contribution made to the provident fund by the local Government, provided that a subscriber who with the consent of the school management, quits the service of the school within two years to join another school in the United Provinces and agrees to transfer his/her account to the provident fund account of the said other school may be allowed the Government contribution

13 Any surplus accruing from the amount sanctioned by Government for the provident fund of a school shall be credited to a 'surplus account' and may be utilized for the benefit of the provident fund with the approval of the department The amount of such surplus, if any shall be reported to the department immediately after the annual audit and it shall, unless otherwise ordered by the department in accordance with the first sentence of this rule, be utilized wholly or in part payment of the next contribution by Government to the fund

14 No withdrawal will ordinarily be allowed from a subscriber's account until the subscriber quits the service or dies, unless the management is satisfied that the pecuniary circumstances of the subscriber are such that the indulgence is absolutely necessary, in such a case a temporary withdrawal may be allowed on orders issued by the management with the Inspector's approval The amount of the withdrawal shall not exceed the subscriber's own deposits with the interest accumulated thereon

15 Withdrawals under rule-14 will be recovered in equal 20 monthly instalments compulsorily deducted from salary beginning with the salary for the month immediately following that in which the withdrawal takes place in addition to subscriptions under rule 7 until the whole is refunded Such instalments may be paid in advance

16 Subscriptions by a subscriber during absence on leave shall be optional

17 (i) The provident fund ledger shall be maintained in the form set out in the schedule to these rules

(ii) All sums credited and debited to the provident fund shall be posted at once in the provident fund ledger

(iii) An account of the interest owing to each subscriber in respect of the sums standing to his/her credit in the provident fund shall be made as soon as advice is received showing the interest accruing on the money deposited in the bank or invested in approved securities and an entry shall be made accordingly in column 7 of the ledger

# PROVIDENT FUND LEDGER.

School for the month of

192 .

Provident Fund account of

Serial number.	By whom deposited				Credits				Debits					Remarks.
	Money of subscribers.	Ordnal designation	Date of receipt.	Opening balance.	Deduction from salary	Contribution by Government	Interest	Total	Date of payment	Credited to provident fund.	Paid to subscribers.	Total payment.	Closing balance.	
1					0	7	0	9	10	11	12	13	14	15

\* Details of closing balance

In savings bank

In post office cash certificates

In fixed deposits

Ra.

Ra.

Ra.

Purchase value.

- 6 All members of the staff shall be eligible for membership
- 7 The rule as to subscriptions of members to the funds of the institution shall be that every member shall subscribe a sum of 10 per cent monthly of the amount of <sup>his</sup> ~~her~~ salary
- 8 The disbursing pay officer of the school shall from time to time deduct from any sum payable by the school to any member in respect of salary, such sum as may be required to pay any subscriptions due from <sup>him</sup> ~~her~~ in the institution
- 9 On the determination of <sup>his</sup> ~~her~~ agreement with the school (otherwise than as provided for in rule 11), any member of this institution shall be entitled to receive from the committee, payment in full of the money standing to his credit in the books of the institution
- 10 In the case of the decease of any depositor, the amount standing to <sup>his</sup> ~~her~~ credit shall be paid to <sup>his</sup> ~~her~~ legal representatives after deduction of any sum which may be due by such depositor to the school subject to the provisions of rule 11
- 11 If any member of the institution shall be dismissed for misconduct from the service of the school, or shall leave the school otherwise than in accordance with the terms of <sup>his</sup> ~~her~~ agreement, the Committee shall pay to <sup>him</sup> ~~her~~ the aggregate amount from time to time subscribed by <sup>him</sup> ~~her~~ to the funds of the institution, together with the interest on the amounts subscribed by <sup>him</sup> ~~her~~ from their respective dates of payment at the rate of 8½ per cent per annum, less any amount claimable by the Committee on account of loan. All moneys then standing to <sup>his</sup> ~~her~~ credit in the books of the institution in respect of contributions made by Government together with the interest accrued thereon shall thereupon be forfeited
- 12 No depositor who quits the service of the school before the expiry of two years of service shall be entitled to any portion of the contributions made to the Provident Fund by the Local Government
- 13 Any surplus accruing from the amount sanctioned by Government for the Provident Fund of a school may be utilised for the benefit of the Provident Fund or for the general purposes of the school
- 14 No withdrawal will ordinarily be allowed from the deposit until the depositor quits the service or dies, unless the Committee is satisfied that the pecuniary circumstances of the depositor are such that the indulgence is absolutely necessary; in such a case a deposit may be temporarily withdrawn under orders issued by the Committee, with the Inspector's approval. The amount of the withdrawal shall not exceed the sum contributed by the teacher with the interest accumulated thereon
- 15 Withdrawal under rule 14 will be recovered in twenty equal monthly instalments, compulsorily deducted from salary, in addition to contributions under rule 7, whenever salary is drawn, until the whole is refunded. Such instalments may be paid in advance.
- 16 Subscription by a depositor during absence on leave shall be optional
- 17 (i) The Provident Fund Ledger shall be maintained in the form set out in the schedule to these rules
- (ii) All sums credited and debited in the Provident Fund shall be posted at once in the Provident Fund Ledger

(iii) An account of the interest owing to each subscriber in respect of the sums standing to <sup>his</sup>~~her~~ credit in the Provident Fund shall be made as soon as advice is received showing the interest accruing on the money deposited in the bank or invested in approved securities, and an entry shall be made accordingly in column 7 of the Ledger.

## PROVIENT FUND LEDGER

Account of Provident Fund transaction of the \_\_\_\_\_  
School, \_\_\_\_\_ for the month of \_\_\_\_\_ 19\_\_\_\_

[illegible]

# APPENDIX 12.

*Estimate of supplementary grants for the year \_\_\_\_\_ of \_\_\_\_\_ School \_\_\_\_\_*

Number	Name of teacher in respect of whose salary a supplementary grant is to be applied for in the calendar year _____	Highest Examination passed	Date of joining staff	Monthly salary to be paid in _____	Data from which to be paid at rate in column 5	Section of Article 88, under which the application is to be made,	Total amount of supplementary grants applied for.	Remarks
1	2	3	4	5	6	7	8	9
	Provident fund grant at 10 per cent of total salaries of teaching staff							

*Correspondent.*



## APPENDIX 13.

Form A.

*Application for certificate of indigence under Articles 43 and 44 of the Code of Regulations for European Schools, United Provinces, to be submitted to the Magistrate of the district in which the scholar resides*

Name of scholar	Age	Parent's or guardian's name, occupation, and address	Apparent monthly income of parents or guardian	Standard to which the scholar is attending	Full monthly fee	Fee charged for the scholar	Remarks
1	2	3	4	5	6	7	8

Dated \_\_\_\_\_ 192 .

Signature of Principal Teacher \_\_\_\_\_

Name of School \_\_\_\_\_

**NOTE**—Ordinarily, children whose parents earn Rs. 100 per mensem or less and have one child are to be considered destitute for the purposes of this article. In the case of parents with more than one child, an additional Rs. 15 a month for each child after the first up to a limit of Rs. 150 is to be added for the purpose of this definition of destitution.

## MAGISTRATE'S CERTIFICATE

I HEREBY certify, after inquiry, that the person named in column 3 in the above application is too poor to pay the full boarding fee for the Scholar named in column 1

Dated \_\_\_\_\_

The \_\_\_\_\_ 192

\_\_\_\_\_  
District Magistrate and Collector,

## APPENDIX 14

*Form of application for aid in the education of children of the poorer classes of Europeans in out-of-the-way places where no suitable education is available article 45, Code of Regulations for European Schools, 1923*

## STATEMENT I

## Details regarding circumstances of parent or guardian

Father s (1)		Mother's nationality	Father s (1)		Children of school going age dependent on parent or guardian								Remarks (2)
Name	Nationality		Address	Occupation with full details of post occupied	Monthly income	Not at school		At boarding school		At a day school			
						Age	Sex	Age	Sex	Age	Sex	School attended	

(1) If dead enter similar details regarding guardian

(2) In this column should be entered full details of special circumstances

## STATEMENT II

## Details regarding children for whom aid is applied

No	Name of child	Age	Last school attended	Class in which studying	Nearest suitable school	Amount of aid asked for	Remarks
1	2	3	4	5	6	7	8

Declaration (to be signed by parent or guardian)

I DO HEREBY declare that there is no suitable school for the education of my child whose name is entered in the schedule  
overleaf, nearer than the school (or schools) entered in column 6 of the schedule and that without the aid asked for in column 7, I am unable to  
arrange for their education his her

*Signature of Parent or Guardian.*

*Dated*  
*The*

Certificate (to be signed by the Collector of the district in which applicant resides)

I HEREBY certify that the above declaration is correct and that without the aid asked for the applicant is unable to arrange for the education  
of his child  
her children

*Dated*  
*The*  
Collector, \_\_\_\_\_ District

## APPENDIX 15.

*Deed of hypothecation in respect of building grants given to schools or colleges for Europeans.*

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between (hereinafter called "the Trustees") of the one part and the Secretary of State for India in Council (hereinafter called "the Secretary of State") of the other part WHEREAS the property described in the schedule hereto and hereinafter expressed to be hypothecated to the Secretary of State is now vested in the Trustees as Managers and Trustees of the \_\_\_\_\_ school \_\_\_\_\_ at \_\_\_\_\_ AND WHEREAS the said Trustees have applied to \_\_\_\_\_

\_\_\_\_\_ of the sum of \_\_\_\_\_ Rs \_\_\_\_\_ of State all \_\_\_\_\_ by covenant \_\_\_\_\_ heto is at \_\_\_\_\_ that if at any \_\_\_\_\_ esse presents \_\_\_\_\_ or purposes \_\_\_\_\_

\_\_\_\_\_ school \_\_\_\_\_ college \_\_\_\_\_ in accordance with the objects for the carrying out of which the said school \_\_\_\_\_ college was \_\_\_\_\_ instituted then and in such case there shall be recoverable by the said Secretary of State, \_\_\_\_\_ his successors and representatives such sum as shall bear to the value of the property \_\_\_\_\_

\_\_\_\_\_ United Provinces of Agra and Oudh or by such person as may be appointed by the said Government in this behalf AND WHEREAS by the provisions of Act No 11 of 1902 \_\_\_\_\_

## SCHEDULE

## DESCRIPTION OF THE PROPERTY HYPOTHECATED.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first above written

\* According as the buildings are completed or not, if the property consists of buildings

## APPENDIX 16

*Form of application for a building grant (Articles 50 to 54 of the Code).*

Name of the school \_\_\_\_\_

Object of the grant\* \_\_\_\_\_

*Sources and amount of the proposed or actual expenditure*

Source	Amount	
(1) Endowments .		If a building grant has already been received, specify the amount and the date
(2) Subscriptions .. ..		
(3) Other private sources (to be specified)		
(4) Grant applied for (this should not exceed the limits prescribed in Article 57)		
Total . . .		

**CERTIFIED—**

- 1 That there is a reasonable certainty of the school being permanently maintained in efficiency
- 2 That the school will be conducted in accordance with the rules and regulations of the Code for European Schools
- 3 That there is a reasonable certainty of the funds necessary to complete the work being forthcoming
- 4 That plans, estimates, and specifications for the work are sent herewith

(Signed) {

\* Here enter (a), (b), or (c) in accordance with the following:—

- (a) The purchase, erection, or enlargement of school buildings or the purchase of land for school purposes
- (b) The execution of extensive repairs to school buildings
- (c) The paying off debts incurred in purchasing, erecting, or enlarging school buildings

† To be signed by all the Managers

## APPENDIX 17

*Form of agreement between teachers and schools (Article 55 of the Code)*

1 The Managers of the \_\_\_\_\_ school \_\_\_\_\_ hereby engage \_\_\_\_\_ to serve as \_\_\_\_\_ during the school hours, and to perform all such reasonable duties, in connection with the charge of the children, out of school hours, as may be entrusted to him or her by the Principal or head teacher and to teach any subject, in any standard, required by Principal or Head Teacher

2 This engagement shall begin on the \_\_\_\_\_ of \_\_\_\_\_ subject to the proviso in paragraph 4, hereinafter specified, and shall continue until such time as the said \_\_\_\_\_ shall cease to be engaged at the school

3 The said \_\_\_\_\_ shall be paid as salary Rs \_\_\_\_\_ per mensem with or without board and lodging. The salary for the ensuing vacation months will also be paid if the said \_\_\_\_\_ has worked throughout the whole of the preceding session.

4 The said \_\_\_\_\_ shall be liable to dismissal by the managers without notice and with only the salary of the current month up to the date of dismissal if he or she fails to give satisfaction to the Principal or Head Teacher at any period of his or her engagement, for immoral conduct of a gross kind, or repeated acts of insubordination or neglect of duty. The said \_\_\_\_\_ is authorized to make an appeal to the department if he or she thinks himself or herself unjustly dismissed.

5 Should the said \_\_\_\_\_ at any time wish to resign his or her appointment he or she shall be bound, under this agreement, to give three months' notice of his or her intended resignation to the Principal or managers and in the event of failure in this respect shall forfeit a month's pay and subject to paragraph 4 above the managers on their side bind themselves to give the said \_\_\_\_\_ three months' notice of their intention to terminate his or her services

6 The Principal or Head Teacher has the power to suspend a teacher for insubordination, disobedience to orders, or neglect of duty pending the decision of the managers with whom shall rest the power of dismissal.

(Signed )

(Signed) (1)

(2)

(3)

Teacher.

Manager

Witnesses (1)

(2)

## APPENDIX 18

*Form of transfer certificate*

This is to certify that \_\_\_\_\_

was admitted into this school, \_\_\_\_\_

on the \_\_\_\_\_ with a \_\_\_\_\_ character

\_\_\_\_\_ was then reading in the \_\_\_\_\_ Standard

All sums due to this school on \_\_\_\_\_ account have been paid, remitted, or satisfactorily arranged for

He \_\_\_\_\_ date of birth, according to the Admission Register, is \_\_\_\_\_

(The following additional information must be supplied if the scholar left at the end of the school year )

Promotion has been: \_\_\_\_\_

(Signed) \_\_\_\_\_ Headmaster,

\_\_\_\_\_ School

Dated \_\_\_\_\_

\* To be given in words

† Sums due to the school shall include all payments for which provision is made in the rules supplied to the parent or guardian when the scholar was admitted into the school (Article 59 of the Code)

‡ Promised or refused

**NOTE** — Columns 9, 11 and 13 will be left blank for Day Scholars



# APPENDIX 20A.

No. \_\_\_\_\_

## DEPARTMENT OF PUBLIC INSTRUCTION

### UNITED PROVINCES.

#### \_\_\_\_\_ *School Trained Teacher's Certificate (Provisional).*

CERTIFIED that Miss \_\_\_\_\_ has for two years studied in the \_\_\_\_\_ Training Class, the course of instruction for teachers comprising Psychology, Methods of Teaching, School Hygiene, School Management, and the History of Education, has passed the written examination in these subjects in the \_\_\_\_\_ division and the practical test of skill in handling a class in the \_\_\_\_\_ division.

She gained honours in the following :—

---

She also satisfied the examiners of her ability to teach the following special subjects :—

---



---

A permanent \_\_\_\_\_ School Teacher's Certificate will be issued to Miss \_\_\_\_\_ when she has completed two years' satisfactory service in a European School recognised by the Education department

*Director of Public Instruction,  
United Provinces*

*Inspector of European Schools,  
United Provinces*

Dated \_\_\_\_\_ 192 .

#### FIRST INSPECTION

School visited

Date

Remarks

#### SECOND INSPECTION

School visited

Date

Remarks

*Inspector of European Schools,  
United Provinces*

*Inspector of European Schools,  
United Provinces*

X Add the following as appendix 20 —  
" No \_\_\_\_\_

DEPARTMENT OF PUBLIC INSTRUCTION, UNITED PROVINCES

*High School Trained Teachers Certificate (Provisional)*

CERTIFIED that Miss \_\_\_\_\_ has for three years studied in the \_\_\_\_\_ Training Class, the advanced course of instruction for teachers comprising principles of teaching and Elementary Psychology class management methods of teaching school Hygiene and the History of Education has passed the written examination in these subjects in the \_\_\_\_\_ division and the practical test of skill in handling a class in the \_\_\_\_\_ division

She gained honours in the following — \_\_\_\_\_

She also satisfied the examiners of her ability to teach the following special subjects \_\_\_\_\_

A permanent High School Teachers certificate will be issued to \_\_\_\_\_ when she has completed two years satisfactory service in a European School recognized by the Education Department

Director of Public Instruction  
United Provinces

Inspector of European Schools  
United Provinces

Dated \_\_\_\_\_ 192

*First Inspection*

*Second Inspection*

School visited

School visited

Date

Date

Remarks

Remarks

Inspector of European Schools,  
United Provinces

Inspector of European Schools  
United Provinces



## APPENDIX 20B.

No \_\_\_\_\_

## DEPARTMENT OF PUBLIC INSTRUCTION

## UNITED PROVINCES.

*Preparatory Classes Trained Teacher's Certificate (Provisional.)*

CERTIFIED that Mrs. \_\_\_\_\_ has for two years studied in the \_\_\_\_\_ Preparatory Class Teachers' Training class, the course of instruction comprising Psychology, History of Education, School Hygiene, and Methods of Teaching, has passed the written examination in these subjects in the \_\_\_\_\_ division and the practical test of handling a class and in handwork in the \_\_\_\_\_ division.

A permanent Preparatory classes Trained Teacher's Certificate will be issued to her when she has completed two years' satisfactory service as a teacher of Preparatory classes in a European school recognised by the Education department.

*Director of Public Instruction*  
*United Provinces*

*Inspector of European Schools,*  
*United Provinces*

Dated \_\_\_\_\_ 192

## FIRST INSPECTION

## SECOND INSPECTION

School Visited

School Visited

Date

Date

Remarks.

Remarks

*Inspector of European Schools,*  
*United Provinces*

*Inspector of European Schools*  
*United Provinces.*

## APPENDIX 21.

## DEPARTMENT OF PUBLIC INSTRUCTION

## UNITED PROVINCES

*Preparatory classes Trained Teacher's certificate*

CERTIFIED that Miss. \_\_\_\_\_ studied for two years in the \_\_\_\_\_ Preparatory class Teacher's Training Class, the course of instruction comprising Psychology, History of Education, School Hygiene, and Method of Teaching, passed in the year \_\_\_\_\_ the written examination in the \_\_\_\_\_ subjects in the \_\_\_\_\_ division, and the practical test of handling a class, and in handwork in the \_\_\_\_\_ division.

She has served for two years in a European school recognised by the Department, during which period her work as a Preparatory class teacher satisfied the Inspector of European Schools. She is qualified to teach Preparatory classes.

This certificate is accepted by the Department for the purpose of supplementary grant for trained teachers under the Code of Regulations for European Schools.

*Dir. of Public Instruction,  
United Provinces*

DATED ALGHANAHAD :

The \_\_\_\_\_ 192

No. \_\_\_\_\_

## DEPARTMENT OF PUBLIC INSTRUCTION.

UNITED PROVINCES.

\_\_\_\_\_  
*School Teacher's Certificate (Permanent).*

CERTIFIED that Miss \_\_\_\_\_ studied for two years in the Training Class, the course of instruction for teachers comprising Psychology, Methods of Teaching, School Hygiene, School Management, and the History of Education, passed in the year \_\_\_\_\_ the written examination in these subjects in the \_\_\_\_\_ division, and the practical or test of skill in handling a class in the \_\_\_\_\_ division

She gained honours in the following .—

\_\_\_\_\_

\_\_\_\_\_

She also satisfied the examiners of her ability to teach the following special subjects —

\_\_\_\_\_

\_\_\_\_\_

She has served for two years in a European school recognised by the Department, during which period her work as a teacher satisfied the Inspector of European Schools. She is qualified to teach in a \_\_\_\_\_ school.

This certificate is accepted by the Department for the purpose of supplementary grants for trained teachers under the Code of Regulations for European Schools

DATED ALLAHABAD :

Director of Public Instruction,

The \_\_\_\_\_ 192 .

— United Provinces.



**ADDENDUM AND CORRIGENDUM TO APPENDIX 22 OF THE CODE  
OF REGULATIONS FOR EUROPEAN SCHOOLS, UNITED PROV.  
INCS 1923**

*Addendum*

The following to be added at the end of the appendix —

A candidate who has satisfied the examiners in the Practical Test, but has failed in the written test, may appear in the written test at the next ensuing examination without attending the college for a further course of study. If she has failed in one paper only of the written test, she may appear in that paper alone, but if she has failed in more than one paper of the written test, she will be required to appear in all the papers of the written test.

*Corrigendum*

On page 2 of Appendix 22 in place of the statement of marks to be assigned in the Practical Test *substitute* the following —

(1) Teaching a class		200
(2) Black board work	...	50
(3) Reading and conversation	.	50
(4) Class records	...	100
Total		<hr/> 400 <hr/>

A H MACKENZIE, M A , B Sc ;

*Director of Public Instruction,  
United Provinces.*

ALLAHABAD  
May 2, 1927













ADDENDUM AND CORRIGENDUM TO APPENDIX 22 OF THE CODE  
OF REGULATIONS FOR EUROPEAN SCHOOLS, UNITED PROV.  
INCS 1923

*Addendum*

The following to be added at the end of the appendix —

A candidate who has satisfied the examiners in the Practical Test, but has failed in the written test, may appear in the written test at the next ensuing examination without attending the college for a further course of study. If she has failed in one paper only of the written test, she may appear in that paper alone; but if she has failed in more than one paper of the written test, she will be required to appear in all the papers of the written test.

*Corrigendum.*

On page 2 of Appendix 22 in place of the statement of marks to be assigned in the Practical Test *substitute* the following —

(1) Teaching a class	.	200
(2) Black board work	... ..	50
(3) Reading and conversation	... .	50
(4) Class records	... ..	100
Total		400

A. H. MACKENZIE, M.A., B.Sc.;

*Director of Public Instruction,*

*United Provinces.*

ALLAHABAD

May 2, 1927